

Accelerated SAP		BUSINESS PROCESS PROCEDURE	
State of Utah	Organization/Area: Agency Payroll Administration	Payroll Department Payroll Results Edit Report	
File Name:	H:\TRAINDOC\FOLIO\Payroll\convert\Reports - Payroll Results Edit.doc	Release:	R/3 4.6C
Responsibility:	Payroll Coordinator	Status:	Issued: 1/13/2003 Revised: 1/31/2003

Overview

Trigger:

Agency staff can use this report to identify possible payroll errors before payroll is processed each pay period. State Finance must complete preliminary payroll processing before this report will be useful. This report can also display all earnings and deductions and can be run for closed payroll periods as needed for historical research.

Business Process Procedure Overview
<p>Generally, State Finance runs a preliminary payroll Monday morning of payday week and runs the actual payroll the following Tuesday morning. Other state agencies can review the results of the preliminary payroll by running this report. Agencies can enter selection criteria that will most likely identify potential errors. For example, an agency may want to list all employees who will not be paid or who earned overtime or comp time.</p> <p>Agency staff runs the Payroll Results Edit report to list questionable pay that will be processed when the final payroll is run. This report should be reviewed Monday of payroll week to allow time to correct entries before payroll processed for the period. (The normal schedule calls for the final payroll run to occur at 7:00 a.m. on Tuesday of payday week.)</p> <p>This report can also display all earnings and deductions and can be run for closed payroll periods as needed for historical research.</p>

Procedural Steps

1.1. Access transaction by:

Via Menus	Reports after Payroll Run → Z_PAYROLL_EDITS
Via Favorites Menu	Z_PAYROLL_EDITS

Double click on Payroll Results Edit Report and the following screen will appear:



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Input Fields	Field Value
Other Period	Period and year is required only when selecting "Other period". Enter the pay period number and year according to "Period List" distributed by Dept of Finance
Personnel number	Employee numbers are used to select specific employees – leave blank if Organization Key is used.
Org. Key	Enter Agency, Space, Low Org and Distribution of employees to be reported – leave blank if Personnel number is used.
Total Paid Hours	Enter the total paid hours to be used to select employees based on the total number of paid hours.
Wage Types	Enter the wage type(s) codes of the specific types of payments or deductions that should be included in the report. Entry is required if this radial button is selected.
Amount	Enter the dollar amount(s) that should be used to filter the wage type(s) that are included in the report. Entry is optional
Hours	Enter the hour amount(s) that should be used to filter the wage type(s) that are included in the report. Entry is optional
Gross Pay	Enter the amounts to be used to select employees based on the gross pay amount.
Net Pay	Enter the amounts to be used to select employees based on the net pay amount.
Retro Records	Enter the amount(s) to be used to select employees with retroactive pay.

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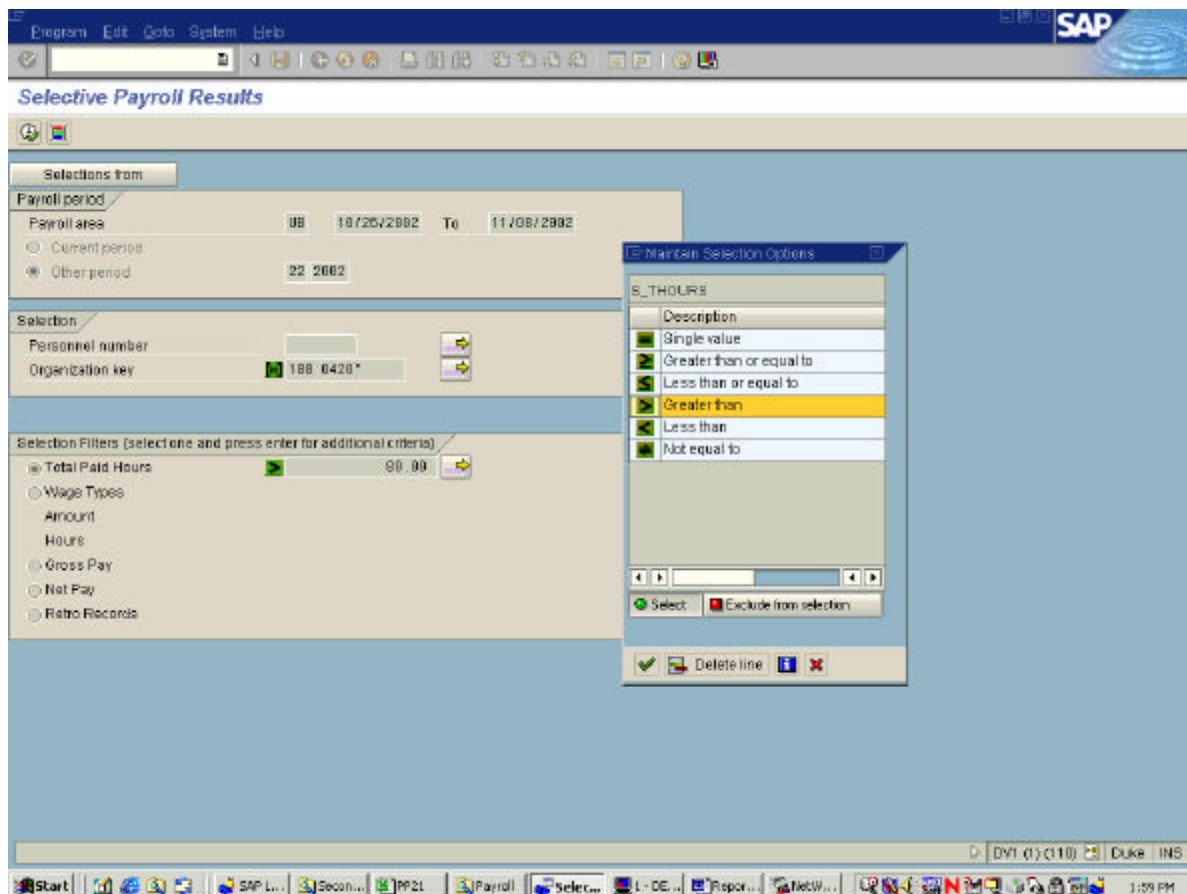
- 1.2 Select the pay period for which you want the report. You can select the current period or other periods. To select an “other period”, click the “Other period” button and enter the period number (1 through 26) and the calendar year.
- 1.3 Normally, you leave the “Personnel number” field blank and use the Organization key for the selection criteria as described below. If you want to select specific employees, enter their personnel number(s) in the Personnel number field.
- 1.4 ***NOTE: When you click on the arrow next to an entry box, a “Multiple selection ...” window appears. Use green tabbed boxes to enter multiple individual selection criteria or ranges of selection criteria. Use red tabbed boxes to exclude records from the range of selected criteria. All selection boxes that appear when you click on the arrow next to the entry box operate in the same way.***
- 1.5 The “Organization key” field allows you to enter the Agency code followed by a space, the Organization code and the Distribution code to specify your selection of an employee group. You can use the wild card symbol, *, in your selection criteria. For example, if you want all employees in agency 100 and organization code 0420, you should enter 100 0420*. You can also select employees from multiple organization keys by clicking on the arrow to the right of the “Organization key” entry field. (See step 1.4)
- 1.6 The “Selection Filters” area allows you to select the payroll data that will appear on the report. You can use any of five types of selection filters: 1) Total Paid Hours, 2) Wage Type, 3) Gross Pay, 4) Net Pay, or 5) Retro Records. (You can enter any Wage Type(s) when you use the Wage Type selection filter. A list of Wage Types is available in the payroll users manual.)
- 1.7 Double click on the radial button next to the type of selection filter you want to use. Then press the enter key and an entry box will appear. To make multiple entries, click on the arrow next to the entry box. (Refer to step 1.4) Click on the Execute button  and view the report. Click on the print icon  if you want to print the report. Review the report for possible errors. If you discover errors, get them corrected before payroll is run for the final time.

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1.8 Following are examples of completed selection filters and the related reports:

1) These selection criteria list employees who will have more than 80 hours of pay.



The selection filters were entered as follows:

Double click on the "Total Paid Hours" radial button and the entry box appears.

Double click on the entry box and a selections option box appears

Double click on the "Greater than" line and the green less than symbol appears in front of the entry box.

These selection criteria resulted in the following report:

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Selective Payroll Results						
<div> <div>Report No: Z_HR_PAYROLL_RESULTS_EDIT_RPT</div> <div>Payroll Results</div> <div>Page 1</div> </div> <div> <div>L1L2 : UT01</div> <div>For Pay Period Ending 11/08/2002</div> <div>Run Date: 01/08/2003</div> </div> <div> <div>Run Time: 14:01:09</div> </div>						
Loc	Dist		Emp	Emp	Wage	
Agr	Org	Code	EIN	Name	Type	Description
100	0450	0000	105049	Berensen, Gregory	1200	Regular Pay
					1205	Overtime Pay @ 1.5
						2,233.00
						1,235.46
						3,468.46
						180.58
100	0450	0000	101053	Brahan, William	1200	Regular Pay
					1205	Overtime Pay @ 1.5
						1,783.20
						319.48
						2,102.68
						90.88

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2) These selection criteria list employees who will have no gross pay.

The selection filters were entered as follows:

- Double click on the Gross Pay radial button and the entry box appears
- Double click on the entry box and a selections option box appears
- Double click on the “Less than” line and the green less than symbol appears in front of the entry box.

These selection criteria resulted in the following report:

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The screenshot shows the SAP 'Selective Payroll Results' report. The title bar includes 'List Edit Goto System Help' and the SAP logo. The report header displays 'Report No.: Z_HR_PAYROLL_RESULTS_EDIT_RPT', 'L1L2 : UT01', 'Payroll Results For Pay Period Ending 11/08/2002', 'Page : 1', 'Run Date: 01/08/2003', and 'Run Time: 13:40:35'. The main table lists payroll data for employee Richard Siddoway, showing a total gross amount of 8.00 and 0.00 hours. The table columns are: Lm, Dist, Apr, Org, Code, EIN, Employee Name, Wage Type, Description, Amount, and Hours. The bottom of the screen shows the Windows taskbar with various open applications and the system clock at 1:44 PM.

Lm	Dist	Apr	Org	Code	EIN	Employee Name	Wage Type	Description	Amount	Hours
400	8331	0000	115093			Siddoway, Richard	/181	Total gross	8.00	0.00

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3) These selection criteria list employees who will have other pay equal to or greater than \$200.

The selection filters were entered as follows:

- Double click on the “Wage Types” radial button and the entry box appears
- Double click on the arrow next to the entry box and a multiple selections box appears.
- Click on the “Ranges” tab with the green ball and enter the wage type codes for other types of pay. (1100 through 1199) and then click on the copy icon in the lower left corner.

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Additional selection criteria is entered as follows:

- Double click on the amount entry box and a selections option box appears
- Double click on the Greater than or equal to line
- Enter \$200.00 in the amount entry box

These selection criteria resulted in the following report:

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Selective Payroll Results

File Edit Go System Help

Report No: Z_HR_PAYROLL_RESULTS_EDIT_RPT
L1L2 : UT01

Payroll Results
For Pay Period Ending 11/22/2002

Page : 1
Run Date: 01/09/2
Run Time: 15:01:4

Low Agy	Dist Org	Code	EIN	Employee Name	Wage Type	Description	Amount	Hours
100	1907	0000	111818	Braner, Bruce	1135	Service Award	200.00	0.00
100	1907	0000	101676	Hall, Brian	1135	Service Award	200.00	0.00
100	1911	0000	140972	Horton, John	1179	Retro Regular Pay	547.20	0.00
100	1911	0000	115704	White, Ronald	1135	Service Award	200.00	0.00
100	1924	0000	118954	Herrmann, Christian	1135	Service Award	250.00	0.00

PR1 (1)141 00 | Control | F5 | 15:04

Start | No... | 1-T... | /Week | /Week | SA... | Sol... | Re... | Sel... | Mol... | 3:04 PM

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4) These selection criteria list employees who will have retroactive pay adjustments.

Click on the Retro Records radial button and the following screen will appear:

Wage type	Wage type text	Pers.no.	Last name First name	Amount	For-period	In-period
/551	Retrocalc.difference	109449	CHATE DAN	35.22	200222	200223
/552	Differences from prev.per	109449	CHATE DAN	35.22	200223	200223

This example shows that the employee was overpaid by \$35.22 “For-period” 22 and therefore had a reduction in gross pay of \$35.22 “In-period”. For instructions on

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how to research the cause of retroactive pay changes see the section entitled 'Retro Research" in the payroll users manual.

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